



STATE OF WISCONSIN
Department of Employee Trust Funds
David A. Stella
SECRETARY

801 W Badger Road
PO Box 7931
Madison WI 53707-7931
1-877-533-5020 (toll free)
Fax (608) 267-4549
<http://etf.wi.gov>

CORRESPONDENCE MEMORANDUM

DATE: August 25, 2010
TO: Employee Trust Funds Board
Teachers Retirement Board
Wisconsin Retirement Board
FROM: Bob Conlin, Deputy Secretary
SUBJECT: Board Survey of Possible Educational Topics

Staff requests that Board members complete the attached survey and return it to Board Liaison, Cindy Gilles, at or before the December 2, 2010, Board meetings.

Each quarter, the Employee Trust Funds, Wisconsin Retirement, and Teachers Retirement Boards convene for a Joint Informational (JI) session. This session allows the Department of Employee Trust Funds (Department) to present relevant Wisconsin Retirement System (WRS) and Department operational information to all three Boards at one time.

The JI session also provides an opportunity for the Department to present educational topics to assist Board members in the fulfillment of their Board and fiduciary duties. When the Boards recently agreed to conclude their quarterly meetings in one day instead of two, a number of Board members stressed that it was important to maintain the educational component of the JI sessions.

In order to assist the Department in planning JI sessions for the next few years, we would appreciate your input about topics that would be of interest to you as educational sessions. The attached survey provides a list of potential topics and includes room for write-in topics. However, we **ask that you limit your response to four (4) total topics** so that we can better prioritize the results.

The following table identifies the educational topics that have been on JI agendas since December of 2007 or have been made available to Board members via the Department's online orientation video presentations.

Board	Mtg Date	Item #
JI	9.16.10	3B

Education Videos and JI Topics December 2007 to Present	
Orientation Videos	<ul style="list-style-type: none"> • WRS Funding and Benefits • Ethics and Fiduciary Duty • Disability Programs • History and WRS Legislative Oversight
December 2007	<ul style="list-style-type: none"> • ETF Call Center Overview
March 2008	<ul style="list-style-type: none"> • Fiduciary Responsibility • ETF Counseling Sessions and Video Library
June 2008	<ul style="list-style-type: none"> • 2006 Comprehensive Study of Major Public Retirement Systems
September 2008	<ul style="list-style-type: none"> • State of Wisconsin Investment Board (SWIB)
December 2008	<ul style="list-style-type: none"> • SWIB Performance • Actuarial Update on Projected Future Contribution Rates • Dividend Projection Update • Open Meetings Law
March 2009	<ul style="list-style-type: none"> • Effective Rate and Dividend Projections • Investment Returns and WRS Benefits • SWIB Update
June 2009	<ul style="list-style-type: none"> • Contribution Rate Background: Historical Perspective
September 2009	<ul style="list-style-type: none"> • SWIB Update
December 2009	<ul style="list-style-type: none"> • WRS 3-Year Experience Study • SWIB Update
March 2010	<ul style="list-style-type: none"> • Effective Rate and Dividend Projections • SWIB Update • Open Meetings Update: Email Communications
June 2010	<ul style="list-style-type: none"> • National Pension Issues: Federal Legislation and Trends in the States (Guest Speaker: Leigh Snell)
September 2010	<ul style="list-style-type: none"> • Appeals Training

Other topics of an educational nature are also routinely provided as part of the Operational Updates portion of the agenda or as a Discussion item on the agenda. Examples of routine and special topics that have been on the agendas of the various Boards recently include the Variable Fund, routine actuarial reports, legislative and communications updates, and benefit and operational statistics. We intend to continue with those types of agenda items.

We appreciate your time in filling out and returning the attached survey on or before December 2, 2010. I will be available at the JI session to answer any questions you may have.

Attachment: Survey

Board Educational Topics Survey

Name: _____

Place an X in the box to the left of a topic of interest.**Please select no more than 4 topics.**

	Accounting Standards: The Government Accounting Standards Board's (GASB) standards		Disability Benefits: An overview
	Actuarial Basics		Federal Law: How it affects WRS benefits
	Annual Financial Report: The basics of reading and understanding ETF's CAFR		Fiduciary Training
	Audits: What are they and why do we do them		Health Insurance: The basics of ETF's State and Local Government plans
	Board Self-Assessment: What are they and why they are important		How to get basic information about ETF's benefits and programs
	Constituent Services: How ETF and SWIB keep WRS members informed		Human Resources: A look at ETF's practices and statistics
	Continuity of Operations: ETF's Plan to operate after an emergency or during a pandemic		Information Technology: How ETF and SWIB use technology for the benefit of the WRS
	WRS Death Benefits: What you need to know		Privacy: Protecting the personal information of WRS members
	Deferred Compensation: An overview of the Wisconsin Deferred Compensation Program		Retirement Security: A national perspective
	Demographic Snapshot: Who participates in the WRS and what you should know about them		Social Security: ETF's role in administering Social Security in Wisconsin
	Department of Employee Trust Funds: An overview of what it does		WRS 50-Year Study: Demographic Trends and Funding Requirements

Other: _____